



## Southern California Association of Governments

### Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • [www.scag.ca.gov](http://www.scag.ca.gov)

## Program Manager I, Data Management, #279

**\$66,240 - \$99,360 annually**

**Hiring Range: \$66,240 - \$82,800 annually**

**Open Until Filled: Next Review of Applications: Friday September 22, 2006**

### THE POSITION

This position is responsible for leading a new program that will manage data as a vital corporate resource. The position is responsible for establishing SCAG as a Regional Information Resource Center as part of our mission. The position will undertake the responsibilities in developing the best practice of data management including an Enterprise Data Management System that is end user driven and user-friendly. The Enterprise practice will integrate data availability with immediate needs of the end users. A primary goal of the program will be to provide more data with better reliability and accuracy. The position works under the general direction of the Manager of Data and Monitoring Division within the Information Services Department. The incumbent leads the development and implementation of a comprehensive information resource management program. He/she supervises, plans and coordinates the data management program activities including data development, access, acquisition, database maintenance, and facilitation of data/information sharing to support planning/program needs for SCAG, member jurisdictions and other stakeholders.

### IDEAL CANDIDATE QUALITIES:

- Knowledge and experience in the uses and applications of data/information in regional and local planning
- Strong experience and excellent interpersonal skills in coordination among diverse stakeholders
- Experience in managing databases for regional and local planning
- Excellent verbal and written communication skills
- Strategic and creative thinker and implementer
- Adaptable and flexible worker
- Experience in project management and supervision

### EXAMPLES OF TYPICAL DUTIES:

- Provide the lead role in the Data Management program development including the development and implementation of a comprehensive data management program that is cost effective and sustainable.
- Provide the lead role to train, motivate, and assist in evaluating assigned personnel; assigning and reviewing work products.

- Oversee data/information resource research, data development, access, acquisition and dissemination activities to support on-going and emerging planning program needs.
- Lead the establishment of data/information consortium to facilitate data sharing and access.
- Work proactively with information resource vendors and providers to support agency's program needs.
- Provide the lead role in database maintenance activities, and development/maintenance of a data inventory catalog.
- Identify issues, opportunities, and user needs; recommend improvements in work processes and quality of products; lead the development and implementation of best practices for data management; review recommendations with appropriate management staff.
- Participate in database development; perform quality control checks of data and information development;
- Lead project management including development of scope of work, monitoring work flow, evaluating work products; work schedules, and closeout procedures.
- Conduct research and analysis on emerging information technology regarding data management.
- Participate in cross-functional work teams as needed.

### MINIMUM QUALIFICATIONS

**Education, Training and Experience:** Bachelor's degree from an accredited college or university with major course work in information science, business administration, urban or regional planning or a related field. Six years of increasingly responsible experience in either planning or data management related to the "Examples of Typical Duties" described above. A Master's degree is highly desirable.

**Knowledge of:** Principles of lead supervision and training; complex modern theories, principles and practices of urban planning and development as applied to data management; data sources; operational characteristics, services, issues and activities of a regional data management program; advanced methods and techniques of effective technical report preparation and presentation; project management principles and concepts.

**Ability to:** Manage complex short and long-term projects; analyze and recommend modifications to data management policies and procedures; establish data standards; plan and organize multiple assignments to meet deadlines; administer the contracts of outside consultants and evaluate quality of work; prepare and analyze technical and administrative reports, statements and correspondence; prepare and deliver presentations and recommendations; work cooperatively and productively as a member of a team; perform responsible and difficult work involving the use of independent judgment and personal initiative; communicate clearly and concisely, both orally and in writing.

**Special Requirements:** Ability to work in a standard office environment; ability to travel to different sites and locations; possession of, or ability to obtain, an appropriate, valid driver's license.

#### **APPLICATION AND SELECTION PROCEDURE**

Applicants should submit a completed SCAG application, , and resume to:

#### **Southern California Association of Governments**

Attn: Human Resources Office  
818 West 7<sup>th</sup> Street, 12<sup>th</sup> Floor  
Los Angeles, California 90017  
(213) 236-1910  
[www.scag.ca.gov](http://www.scag.ca.gov)

Applications will be accepted on a continuous basis until SCAG's needs are met. This recruitment may close at any time without prior notice.

The most qualified applicants will be invited to participate in the selection process based on the application, supplemental questionnaire and resume submitted. Applicants must clearly demonstrate through their application materials that they meet the qualifications listed above. The selection process may consist of an application screening, oral presentation, and oral board interview.

#### **EMPLOYMENT INFORMATION**

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, pre-employment physical, alcohol and drug-screening and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period before achieving regular status. Manager and director positions are employed through an annual contract.

#### **EMPLOYEE PROGRAMS AND BENEFITS**

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is

provided by SCAG. Short term and long term disability insurance plans are provided by SCAG.

- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and MetLife 457 deferred compensation plans are available. Employees do not pay into Social Security.
- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on length of experience.
- **Sick Leave:** Employees earn sick leave at the rate of one day per month.
- **Health, Dependent Care and Parking Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays up to \$155 towards monthly bus pass, vanpool or Metrolink, \$35 per month for ridesharing. In order to receive this benefit, employees must use one of the listed options at least 13 days per month.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** SCAG offers credit union membership in the E-Central Credit Union. Employees may have their paychecks automatically deposited. A tuition reimbursement program is offered to employees.

#### **THE ORGANIZATION**

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues and also as the regional rideshare services agency. The SCAG region includes six counties, one hundred eighty-seven cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at [www.scag.ca.gov](http://www.scag.ca.gov).

SCAG is located in bustling downtown Los Angeles. Los Angeles (LA) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. Downtown LA is easily accessible by Metrolink train, underground Metro, and bus.

#### **EQUAL EMPLOYMENT OPPORTUNITY**

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931.